

Date: September 18, 2015**Texas Works Bulletin Number: #16-02****To:** Eligibility Services – Regional Directors
Program Managers
Eligibility Services Supervisors
Regional Attorneys
Hearings Officers
All TIERS Users**From:** Stephanie Stephens, Director
Policy Strategy, Analysis, and Development
State Office 2115**Subject:** 1. **Texas Department of Criminal Justice Match Process**
2. **National Directory of New Hires**
3. **Elimination of Same-Sex Marriages Contingency Processing Method**

Bulletins are sent to supervisors and other regional managers who must share the information with eligibility staff. Please ensure that copies are provided to staff without access to email. For questions regarding the information in this memo, follow regional procedures.

Find active bulletins at the following respective handbook websites:

- Medicaid for the Elderly and People with Disabilities (MEPD):
http://www.dads.state.tx.us/handbooks/mepd_policy/index.htm
- Texas Works: http://www.dads.state.tx.us/handbooks/texasworks_bulletins/index.htm

1. Texas Department of Criminal Justice (TDCJ) Match Process

Background

Supplemental Nutrition Assistance Program (SNAP) federal regulations require states to monitor and prevent individuals held for more than 30 days in any federal, state, local detention, or correctional institutions from receiving SNAP benefits.

Current Policy

The Health and Human Services Commission (HHSC) Office of Inspector General (OIG) staff processes computer matches from the Texas Department of Criminal Justice (TDCJ) State Prison Match. When OIG finds a match in TIERS, OIG performs an investigation based on the information received. If OIG determines that the information matches an individual in TIERS, staff must take action. OIG sends the Form H1186, OIG Match Action Alert, to the Document Processing Center. A task is created for the Customer Care Center (CCC) to process the change and send Form TF0001,

Notice of Case Action, to the household within ten days of receiving Form H1186. The advisor takes action as necessary and documents case comments in TIERS if no action is required.

New Policy

When staff requests Data Broker, the following TDCJ information is now displayed on the combined report, if applicable, for an incarcerated individual:

- Name, Social Security number (SSN), and date of birth (DOB),
- Last known address,
- Incarceration sentence (first day of incarceration),
- Earliest release date,
- Prison unit,
- Offense, and
- Date of offense.

Doe, John Noah [-]			
Incarcerated		SSN	XXX-XX-3333
since 01/17/2000		Birth Date	12/06/1965
		State ID	01020304
Personal Details [-]			
FBI Individual ID	39090CA4	Sex	M
Last Known Address		Race	W
123 Test Street		Height	5-07
Ottowa, TX 79581		Weight	172
		Hair Color	Black
		Skin Color	Dark
		Eye Color	Brown
Sentence Details [-]			
Incarceration Sentence	01/17/2000 - 01/17/2027 27 Years	Offense	POSS CS PG 1 >=1G<4G (3599)
Offense Date		Offense Date	09/18/1999
Earliest Release	08/02/2020	Court	Hopkins County
Prison Unit	Robertson		
Institutional Division	Institutional Division - Prison		
Transfer History [-]			
When	Event	Reason	
10/29/2002	Received to Robertson	(RZ) Other	
10/29/2002	Released from West Texas Hospital	(DZ) Other	
10/22/2002	Received to West Texas Hospital	(RQ) Reprieve - Medical	
10/22/2002	Released from Robertson	(DQ) Reprieve - Medical	
09/13/2002	Received to Robertson	(RA) New Receive	

Note: The information above is only an example and does not include real client information from TDCJ. Any similarities to actual client information are purely coincidental. Additionally, the layout of the information may change, but the information provided will remain the same.

Staff must use the following processes for individuals incarcerated for more than 30 days who are applying for or are included on an active SNAP, Temporary Assistance for Needy Families (TANF), or health-care program eligibility determination group (EDG):

For applications and recertifications with an interview and at change (when applicable):

- Staff must treat TDCJ information as a case clue. If Data Broker shows that the individual is currently incarcerated and the current date is more than 30 days from the incarceration sentence date, staff must ask whether the individual is still incarcerated (if the individual is not present at the interview).
- If the household agrees that the individual is not in the home, remove the individual from the EDG and process the case action.
- If the household disagrees and states that the individual is in the home, request verification of household composition in addition to any other required verification for the individual needed to determine eligibility.
 - To pend the EDG, select “Not Verified” on the Living Arrangement screen in TIERS.
 - Staff may use existing verification sources to verify household composition as listed in the Texas Works Handbook (TWH) A-251, Verification Sources. In addition to the sources listed in A-251, individuals may also provide records from the court or incarceration facility as verification. Follow current processing timeframes for pending verification.
 - If verification is not provided by the pending due date, deny the household.
- Staff must document the following information in case comments:
 - The household’s response regarding whether they agreed or disagreed with the incarceration information in Data Broker;
 - When a household member is not included as a result of incarceration information in Data Broker;
 - If applicable, attempts to verify and how questionable information was cleared (TWH C-940, Documentation); and
 - When a fraud referral is sent to OIG (TWH B-940, Texas Works Responsibilities).

For applications, recertifications, and changes that do not require an interview, staff must:

- Attempt to contact the household to inquire about the individual shown as incarcerated; and
- Follow the appropriate steps above for households who agree or disagree with the report of incarceration.
 - Request verification of household composition using Form H1020 if contact cannot be made or when the individual disagrees with the TDCJ information.

OIG will continue to process TDCJ matches between certification periods for SNAP, TANF, and health-care programs and send Form H1186, OIG Match Action Alerts, for CCC staff to process when necessary.

Note: Although SNAP streamlined reporting (SR) households are not required to report a change in household size, as required in TWH B-621, staff must continue to act on all agency-generated changes. If during the processing of an EDG, staff discovers that an individual is incarcerated after following the process above, staff removes the individual and does not process an overpayment referral (if applicable).

Additionally, TDCJ information is separate from the existing criminal history report in the Data Broker combined report. The information is unrelated and must be treated as two separate unrelated case clues.

If the incarcerated individual is also the head of household and no longer in the home, follow policy in (TWH B-636, Change in Head of Household).

Automation

Data Broker will be updated to include TDCJ information above the existing criminal history section.

Effective Date

The policy is effective November 1, 2015, for all case actions processed on or after the effective date.

Handbook

The handbook will be updated with the January 2016 Revision.

Training

Information on training will be provided in the future.

2. National Directory of New Hires (NDNH)

Background

The Agricultural Act of 2014 (known as the 2014 Farm Bill) requires states to use the National Directory of New Hires (NDNH) to identify Supplemental Nutrition Assistance Program (SNAP) applicants and recipients employed outside of the state. NDNH collects employment information from all 50 states, 4 territories, and all federal agencies. States are required to use the NDNH information when determining SNAP eligibility as an indicator of earned income received by an individual.

Current Policy

Currently, staff utilizes the Employer New Hire Report (ENHR) as an indicator of unreported earned income at application and redetermination. ENHR contains employer information for individuals whose employers are based in Texas. The report lists information such as hire date, employer name/address, and employee name, date of birth (DOB), and address. ENHR information is available in Data Broker under the "New Hire Report" section. Customer Care Center (CCC) staff also receives ENHR reports when a change action is required on active Eligibility Determination Groups (EDGs). Staff treats the ENHR information as a case clue and, as needed, staff will pend for verification of the information as required by Texas Works Handbook (TWH) A-1370, Verification Requirements; TWH B-100, Process and Processing Time Frames; and TWH C-900, Verification and Documentation.

New Policy

Staff must access NDNH information when processing applications, recertifications, and changes. Like ENHR, the NDNH information is accessible via Data Broker. However, the report also contains information on employers based outside of Texas, such as hire date, employer name/address, employee name, DOB, and address. Staff must use the same policies and procedures that are currently used to process ENHR information to process NDNH information. CCC staff will receive a new hire task with NDNH information to process a change and must treat NDNH information as a case clue.

Note: The NDNH may list the corporate name and address instead of the local business name and address. Before taking adverse action related to this report, staff should consider that the commonly known name of the business may be different from the corporate name.

Automation

Data Broker will be updated to include NDNH information under the New Hire Report section. Data Broker will display both EHNR and NDNH information to staff.

Effective Date

The policy is effective November 1, 2015 for all applications, recertifications, and changes processed on or after the effective date.

Handbook

The handbook will be updated with the January 2016 Revision.

Training

Information on training will be provided in the future.

3. Elimination of Same-Sex Marriages Contingency Processing Method (CPM)

Recognition of Same Sex Marriages

On August 7, 2015, and August 14, 2015, policy regarding same-sex marriages was provided for:

- Supplemental Nutritional Assistance Program (SNAP),
- Temporary Assistance for Needy Families (TANF),
- Medicaid, and
- Children's Health Insurance Program (CHIP).

For all programs, the policies and procedures that apply to opposite-sex marriages now apply to same-sex marriages, effective June 26, 2015.

Effective September 19, 2015, system changes will be implemented and advisors no longer need to use the Contingency Processing Method (CPM) # 594992 when processing eligibility determinations for households with same-sex spouses.

TIERS

The **Relationship-Details** page in TIERS is updated to allow advisors to designate married couples as spouses instead of husband or wife.

The screenshot displays the TIERS web application interface. On the left is a navigation sidebar with a 'My TIERS Functions' menu where 'Relationship' is selected. The main content area is titled 'Relationship - Details' and shows case information: Case Name: Ganesht,Renuki, Case #: 1200028776, Case Mode: Complete Action, Case Status: Approved. Below this are 'Save', 'Previous', and 'Next' buttons, along with a 'Hide Mass Data Entry' link. The 'Relationship Details' section shows two individuals: Ganesht,Renuki 46F and Gyan,Rani 35F, with a relationship type of 'Spouse' selected from a dropdown menu. A red box highlights the dropdown menu, which lists various relationship types including Spouse, Parent, Child, Sibling, Half Sibling, Step Parent, Step Child, Step Sibling, Parent-In-Law, Child-In-Law, Sibling-In-Law, Aunt/Uncle, Niece/Nephew, First Cousin, Grandparent, Grandchild, Step Grandparent, Step Grandchild, Great Grandparent, Great Grandchild, Step Great Grandparent, Step Great Grandchild, Great Aunt/Uncle, Great Niece/Nephew, Great-Great-Grandparent, Great-Great-Grandchild, Step Great-Great-Grandparent, Step Great-Great-Grandchild, and Great-Great-Aunt/Uncle. The 'Dates' section includes fields for Effective Begin Date, Reported On, and Verification Received On, each with a calendar icon. The 'Relationship Information' section contains checkboxes for 'Purchase/prepare together?', 'Fills Parental Role?', and 'Provides care for?'. The 'Marriage Date (If within the last 6 Months):' field is also present. The 'Relationship Verification' section includes radio buttons for 'Yes' and 'No' for several questions.

Although TIERS allows for the designation of spouse and the **Relationship-Details** section shows spouse, the **Household Relationship Grid** continues to show one individual as the husband and the other as the wife even for same-sex married couples. Staff **must not** modify the husband/wife designation.

Current User
Test User
(12) TIERS Project
4447777

My Schedule My Alerts

My TIERS Functions

Navigation History

- ✓ Head of Household
- ✓ Individual Interviewed
- ✓ Program
- QH/QE PE Program
- CBO Information
- ✓ Appointment
- Womens Health Program
- ➔ Relationship
- Form 1103
- ✓ Education
- ✓ Living Arrangement
- ✓ Individual Demographics

Relationship Verification:

Reset Update

Household Relationship Grid

[Expand All](#) [Collapse All](#)

Source Name	Relationship Type	Reference Name	Record Completed	Effective Begin Date	End Date
Ganesht, Renuki 46F 100069380	Husband	Gyan, Rani 35F 706207417	Y	06 / 26 / 2015	mm / dd
	Mother	Debni, Mythi 13F 100069381	Y	10 / 01 / 2014	mm / dd
Gyan, Rani 35F 706207417	Wife	Ganesht, Renuki 46F 100069380	Y	06 / 26 / 2015	mm / dd
	Step Mother	Debni, Mythi 13F 100069381	Y	10 / 01 / 2014	mm / dd
Debni, Mythi 13F 100069381	Daughter	Ganesht, Renuki 46F 100069380	Y	10 / 01 / 2014	mm / dd
	Step Daughter	Gyan, Rani 35F 706207417	Y	10 / 01 / 2014	mm / dd

Save Previous Next

In the **Relationship-Details** page, staff must enter an **Effective Begin Date** (EBD) of June 26, 2015, or a later date for a same-sex married couple (if married after June 26th using current EBD policies). If a date prior to June 26, 2015, is entered, TIERS displays an error message and directs the advisor to enter an **Effective Begin Date** of June 26, 2015.

The actual marriage date should be recorded in the **Marriage Date** field. TIERS allows the advisor to enter a date prior to June 26, 2015, in the **Marriage Date** field for same-sex married couples. It also allows for a date older than six months.

Continue to follow existing policies for opposite-sex married couples when entering the **Effective Begin Date** and **Marriage Date**.

Relationship – Details

Relationship - Details

Case Name: Doe,James Case #: 111111111 Case Mode: Intake Case Status: Pending

Save Previous Next

Hide Mass Data Entry

Relationship Details

Doe,James 33M Bond,John 31M is Spouse of Doe,James 33M Bond,John 31M

Retrieve

Dates

Effective Begin Date: 08 / 01 / 2015 End Date: mm / dd / yyyy

Reported On: 08 / 21 / 2015 Date Client Became Aware: 08 / 21 / 2015

Verification Received On: 08 / 21 / 2015

Relationship Information

Purchase/prepare together? ☐ Yes ☐ No If yes, physically able to purchase/prepare separately? ☐ Yes ☐ No

Fills Parental Role? ☐ Yes ☐ No Tax Dependent? ☐ Yes ☐ No

Provides care for? ☐ Yes ☐ No Provides support for? ☐ Yes ☐ No

Marriage Date (If within the last 6 Months): mm / dd / yyyy Living Together? ☐ Yes ☐ No

YourTexasBenefits.com

The **Relationships** page has been updated to allow an individual or customer care representative (CCR) to designate a spouse instead of husband or wife at application, renewal, or when reporting a change.

Application - Relationships Page

TEXAS Health and Human Services Commission

English | Español Text size A A A

Logout

Home What help can I get Apply for benefits Find support services View my case Find office FAQs

Apply for benefits

Pick programs Person filling out this form Interview help People applying for benefits Emergency help Where you live Facts about person Other money More facts Upload your files Check answers and send

Relationships Change relationships

Does everyone who is applying for benefits live in the same home as Mike Wood? ☐ Yes ☐ No

How is Mike Wood related to others?

Mike Wood is Jone Wood

Go back Save and go to next page Save and exit

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*Reporting a Change – Case Facts, People on Your Benefits Case, Relationships
and
Renewals – Case Facts, People on Your Benefits Case, Relationships*

TEXAS Health and Human Services Commission

Your Texas Benefits English | Español Text size A A A

Home What help can I get Apply for benefits Find support services View my case Find office FAQs

Manage messages View messages **Case facts** Actions Interview Medicaid Letters and forms

Report changes : case 1200028776

Go back to "Report Changes" start page

People on your benefits case + Add person

Does this person work for the Texas Health and Human Services Commission? ☐ Yes ☐ No

Does this person: (1) work for the state of Texas, and (2) do they have a Texas Employee Retirement System account? ☐ Yes ☐ No

Does this person: (1) work for a Texas public school, and (2) does this person have a Texas Teacher Retirement System account? ☐ Yes ☐ No

Is this person an American Indian or Native Alaskan? ☐ Yes ☐ No

Is this person in the Children with Special Health Care Needs program? ☐ Yes ☐ No
You don't need to answer this question.

Relationships

Tell us how this person is related to other people living in the home

is the of Renuki Ganesht

is the of Debni

is the of Gyan

is the of sh Peter

is the of

is the of

is the of

is the of

is the of

Citizenship

Is this person ☐ Yes ☐ No
You don't need to answer this question.

Go back Save and go to next page Save this page Exit

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Under the **Facts about person** page the **Give facts about Mother/Father** titles have been modified to say **Give facts about biological or adoptive Parent 1/Parent 2**. In addition, the individual or the CCR must now also select a **Sex** and, if available, **Maiden name**.

Application - Facts about person

Home What help can I get Apply for benefits Find support services View my case Find office FAQs

Apply for benefits

1 Pick programs 2 Person filling out this form 3 Interview help 4 People applying for benefits 5 Emergency help 6 **Facts about person** 7 Other money 8 More facts 9 Upload your files 10 Check answers and send

Facts about person: James Beats you must fill out

Is James age 18 or younger? ☒ Yes ☐ No

Give facts about birth or adoptive Parent 1

Parent 1 is: ☐ In home ☐ Out of home ☐ Deceased

Sex: **Pick one**

First name:

Last name:

Maiden name:

Social Security number: - -

You need to give the Social Security number for only people who want benefits.

Birth date: mm/dd/yyyy

Employer:

Cell or daytime phone: - -

Address(line1):

Address(line2):

City:

State: **Pick one**

ZIP: xxxxx

Give facts about birth or adoptive Parent 2

Parent 2 is: ☐ In home ☐ Out of home ☐ Deceased

Sex: **Pick one**

First name:

Last name:

Maiden name:

Social Security number: - -

You need to give the Social Security number for only people who want benefits.

Birth date: mm/dd/yyyy

Employer:

Cell or daytime phone: - -

Address(line1):

Address(line2):

City:

State: **Pick one**

ZIP: xxxxx

Were these parents ever married to each other? ☐ Yes ☐ No

Marital status: **Pick one**

Correspondence

The following correspondence forms have been updated to reflect the term spouse for all married couple relationships when the pre-populated PDF is generated from YourTexasBenefits.com:

- **Form H1010**, Texas Works Application for Assistance , Section H- People Applying for Benefits and Section J- Other People in the Home (Not Applying for Benefits)
- **Form H1010-M**, Addendum, Applying for or Renewing Medicaid or CHIP?, Relationships
- **Form H2020-YTB**, Your Texas Benefits Renewal Form, Relationships
- **Form H1019-YTB**, Reporting Changes to Your Case, Relationships
- **Form H1206**, Health-care Benefits Renewal Form

Examples of the pre-populated PDFs are provided on the following pages.

Form H1010, Section H – People Applying for Benefits

Section H

People
Applying
for Benefits

Mark the benefits

Person is applying for:

☒ Food Benefits (SNAP)

Cash Help for

Families (TANF):

☒ TANF☐ One-Time TANF☐ One-Time TANF Grandparent

Health Care

(Medicaid or CHIP) for:

☐ Children☒ Adult Caring for a Child☒ Pregnant Woman

Person 2: spouse, child, or other adult applying for benefits

Sarah Christina Zenabi
First name Middle name Last name6 7 6 - 6 7 - 6 7 8 9 0 4 / 2 2 / 1 9 6 1
Social Security number Birth date (month/day/year)

Spouse

This person's relationship to you

If this person gets money from
Social Security or railroad
retirement, list the number here:

Social Security claim #

Railroad retirement #

☒ Married ☐ Single ☐ Divorced ☐ Separated ☐ Widowed Live in Texas? ☒ Yes ☐ No☐ Male ☒ Female Hispanic or Latino? ☐ Yes ☒ NoOptional Questions Mark one or more:
☐ American Indian or Alaska Native ☐ Asian
☐ Black or African-American ☐ Native Hawaiian or Pacific Islander ☒ WhiteIs this person going to school? ☐ Yes ☒ No If yes, is this person going full-time? ☐ Yes ☐ NoIs this person a U.S. citizen? If no, give facts below. ☒ Yes ☐ NoIs this person a refugee or legally admitted immigrant? ☐ Yes ☐ No

If this person has a sponsor, write the sponsor's name Date you entered the U.S. (month/day/year)

Is this person registered with the U.S.
Citizenship and Immigration Services? ... ☐ Yes ☐ No Immigrant registration number

Person 3: spouse, child, or other adult applying for benefits

George Abel Zenabi
First name Middle name Last name4 4 4 - 4 4 - 4 4 4 4 0 9 / 0 9 / 1 9 9 8
Social Security number Birth date (month/day/year)

Son

This person's relationship to you

If this person gets money from
Social Security or railroad
retirement, list the number here:

Social Security claim #

Railroad retirement #

☐ Married ☒ Single ☐ Divorced ☐ Separated ☐ Widowed Live in Texas? ☒ Yes ☐ No☒ Male ☐ Female Hispanic or Latino? ☐ Yes ☒ NoOptional Questions Mark one or more:
☐ American Indian or Alaska Native ☐ Asian
☐ Black or African-American ☐ Native Hawaiian or Pacific Islander ☒ WhiteIs this person going to school? ☒ Yes ☐ No If yes, is this person going full-time? ☒ Yes ☐ NoIs this person a U.S. citizen? If no, give facts below. ☒ Yes ☐ NoIs this person a refugee or legally admitted immigrant? ☐ Yes ☐ No

If this person has a sponsor, write the sponsor's name Date you entered the U.S. (month/day/year)

Is this person registered with the U.S.
Citizenship and Immigration Services? ... ☐ Yes ☐ No Immigrant registration number

Form H1010, Section J – Other People in the Home (Not Applying for Benefits)



Section J

Other People in the Home

Other people in the home

These people live in my home, but they don't want to apply for benefits.
List the birth date only if the person is your relative.

Dorothy Arevir	Spouse	06 / 18 / 1942
Name	Relationship to you	Birth date (if relative)
Ronald Arevir	Grandfather	11 / 03 / 1941
Name	Relationship to you	Birth date (if relative)
Name	Relationship to you	Birth date (if relative)

Section K

Help Us Serve You Better

This section is only for people applying for health care benefits.



These questions will **not** be used to decide if your family can get benefits.

Information about people applying for benefits

- Does a child applying for health care travel with a family member who is a migrant farm worker? ☐ Yes ☒ No
- Is a child in the Children with Special Health Care Needs program? ☐ Yes ☐ No
↓
If yes, who? _____
- Is anyone an American Indian or Native Alaskan? ☐ Yes ☐ No
↓
If yes, who? _____ What tribe? _____
- Is anyone an unaccompanied refugee minor?
This means a person is: (1) not living with a relative, (2) age 18 or younger, and (3) a refugee. ☐ Yes ☐ No
↓
If yes, who? _____

Social security number:

3 4 5 - 3 4 - 3 4 5 6

Application for benefits
Texas Health and Human Services Commission

H1010
09/2015
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Form H1010- M, Addendum – Relationships

Addendum

Relationships

Helen G Parr

Bob G Parr Spouse

Do they live in the same home? Yes

Violet A Parr Mother

Do they live in the same home? Yes

Tax return status

Helen G Parr

How this person will file taxes next year: **Filing jointly and as a tax dependent**

Will this person file jointly with someone who isn't a part of this benefits case? **Yes**

This person will file jointly next year with: **Bob G Parr**

Will this person claim any dependents on their tax return next year? **Yes**

This person's tax dependent: **Violet A Parr**

This person's tax dependent: **Dash T Parr**

Will this person claim a dependent who isn't a part of this benefits case? **Yes**

Violet A Parr

How this person will file taxes next year: **Tax dependent**

Will this person file jointly with someone who isn't a part of this benefits case? **No**

Will this person claim any dependents on their tax return next year? **No**

Form H2020-YTB – Relationships



Relationships

Add

Mike M Brady Sr

Carol M Brady Spouse

Do they live in the same home? Yes

Cindy T Brady Daughter

Do they live in the same home? Yes

Update

Mike M Brady Sr

Marsha A Brady Daughter

Do they live in the same home? Yes

Greg R Brady Jr Son

Do they live in the same home? No

No Change

Carol M Brady

Jan B Brady Daughter

Do they live in the same home? Yes

Tax return status

Add

Marie Barron I

How this person will file taxes next year: Tax dependent

Will this person file jointly with someone who isn't a part of this
benefits case? Yes



Form H1019-YTB – Relationships



Relationships

Add Terry Kristen I

Gary Kristen I Spouse

Do they live in the same home? No

Perry Kristen I Brother

Do they live in the same home? Yes

Tax return status

Add firstName1 lastName1 I

How this person will file taxes next year: Filing separately

Will this person file jointly with someone who isn't a part of this benefits case? Yes

This person will file jointly next year with: jfirstName1 jlastName1 I

Will this person claim any dependents on their tax return next year? Yes

This person's tax dependent: dfirstName1 dlastName1 I

This person's tax dependent: dfirstName2 dlastName2 I

Will this person claim a dependent who isn't a part of this benefits case? Yes

This person will be claimed as a tax dependent by: cfirstName1 clastName1 I

This person will be claimed as a tax dependent by: cfirstName2 clastName2 I



Form H1206 – Relationship Section


Correspondence -- Webpage Dialog
http://devs1-tiers-vip.hhsic.texasaccess.net/jsp/co/COVPCShowPDFCO.jsp?preview=true&PS=D&STR=BX1902243268X3446100009871X18422454592558

Name		Daffy Bus			
Home Address	Apt #	City	State	County	
1609 Centre Creek DR Austin TX 78758	5168	Austin	Texas	Travis	

Individuals Ready For Renewal							
Name	Gender	Date of Birth	Relationship to Head of Household	His Person Lives	U.S. Citizen	Lives in Texas	Plans to Stay in Texas
Daffy Bus	Female	08/13/1985	Self	At home	Yes	Yes	Yes
Blinky Bus	Female	08/13/2008	Spouse	At home	Yes	Yes	Yes

Immigration Status		
Has immigration status changed?.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, complete the following:		
Name	Immigration Registration Number	Document Type

T-H1206MA-3446100009871



Effective Date

System changes will be implemented September 19, 2015.

Handbook

The Texas Works Handbook will be updated with the January 2016 revision.

Training

No training is required.